

CTE Assessments - Frequently Asked Questions 2017-2018

1. Who qualifies to take the CTE assessments?

Students who are in the completion level course of their program of study must take both the Workplace Readiness Skills and End-of-Program assessments.

2. If the student has already passed the Workplace Readiness Skills (WRS) Assessment, do they have to take it again if they are completing a second program of study?

No. If a student completed a program of study the year before, took and passed the WRS assessment, and are currently completing a second program of study, they will not have to take the WRS again. A student only needs to pass the WRS one time.

3. When do students receive their results?

Students will know right after they submit their assessment for grading how they scored.

4. If a student passes the Workplace Readiness Skills Assessment will they receive a certificate?

Yes. The WRS certificates are generated in E-SESS and can be located under the CTECS Certificate tab.

5. How do I register students for the End-of-Program and Workplace Readiness Skills Assessment?

Students must be identified as a CTE completer to participate in the current school year's testing window. A data file of CTE completers will be generated at NDE in December and then uploaded to the online testing system, E-SESS at the state level.

6. Will I be able to add students for testing after the file has been uploaded to the online testing system?

No. In order to upload students to the online testing system and ensure test tickets are generated, only students identified in completer courses by January will be eligible to test.

7. What is the definition of a completer student?

A completer is a student who has completed the full program of study. A full program of study is generally a three-year course sequence, however, in some cases may only be a two-year course sequence.

8. Are there any special IT requirements for CTE Assessments?

Yes. The most reliable browsers are Mozilla Firefox or Google Chrome. If you use Internet Explorer you may run into issues when trying to login to the testing system, E-SESS.

- *Refer to page A-1 in the CTE Test Coordinator Manual for additional tips and solutions.*

9. What if the student can't login?

- Verify that the student is entering in their student information exactly, as provided on the test ticket.
- Check for popup blockers.
- Check the browser. Make sure that the student is using Mozilla Firefox or Google Chrome.
- Have the student move to another computer.
- *Refer to page B-1 in the CTE Test Administrator Manual for additional tips and solutions.*

10. Can calculators be used on the CTE Assessments?

Calculators are provided within the E-SESS system.

11. What do you do if a student submits their assessment for grading and the screen shows “processing” and does not submit?

The assessment will time itself out and the assessment will be submitted for grading. Please check the student's score located on the Grade Report after the full assessment time as elapsed.

12. When is the CTE testing window?

Workplace Readiness Skills: February 5 – March 2

End-of-Program Technical Skills: March 5 – March 30

13. Are the CTE assessments timed?

Yes. Students have 60-minutes to complete each of the CTE assessments.

14. What types of accommodations are allowed on the CTE assessments?

Students who have documented accommodations in which they need additional time will be given 2.5 hours. Once the student logs in, he or she will be able to see the clock on their screen with the additional time. If a student that should have additional time does not, do not allow the student to begin the assessment. You will need to contact Marina McHatton at 775-687-7285 or Miriam Blanchette at 775-687-7292 immediately, so that additional time can be added before the student begins the assessment.

Students who receive extra time will have an asterisk located next to the name of the assessment on the test ticket.*

15. Can a student close out of the assessment and finish it at a later time?

No. Once the assessment is initiated the 60 minute time allowance begins. The assessment will automatically submit for grading at the end of 60 minutes and the score will stand.

16. What if a technical issue occurs during testing?

The student must **STOP** taking the assessment. Contact the test coordinator and then immediately contact Marina McHatton at 775-687-7285 or Miriam Blanchette at 775-687-7292.

17. If a student is absent the day that the test is administered, can they make it up?

Yes. As long as the testing window has not closed a student can still take the assessment.

18. What if a student is caught cheating?

Instances of cheating on CTE assessments need to be reported immediately and will require the test to be terminated. All instances of invalidations require that a written Report of Test Irregularity be filed with the NDE, Office of Career Readiness, Adult Learning & Education Options, regardless of the reason for the invalidation.

19. If a student fails, can they retake the assessment?

Yes. A student can retake a failed assessment during a retake window.

20. How do I schedule a student to retake?

You will need to track students on the provided NDE roster during the live test window and determine if they are eligible to retake during the retake window. Please check the assessment calendar for deadlines.

21. How much does a retake/retest cost?

- Workplace Readiness Skills is \$10
- End-of-Program is \$8

22. Who pays for the retake?

Districts will cover the cost for retakes.

23. Who is the payment sent to?

Each district/school will have to establish payment accounts with CTECS.

CTECS is now accepting credits cards for retakes.

The payment must be sent directly to CTECS, the testing vendor. [CTECS Nevada Retakes](#)